

UTAH DEPARTMENT OF HEALTH

TELECOMMUTING POLICY AND PROCEDURES

A. PURPOSE

This policy defines the limitations and procedures for telecommuting in the Department of Health. It outlines the responsibilities of the Department and the telecommuter, and establishes the basis for all telecommuting agreements. The purpose of this policy is to provide a program whereby employees can perform their assigned work outside of the traditional office environment. The concept of telecommuting is to move the work to the worker, with or without the help of computers, rather than requiring the worker to go to the work.

B. POLICY

It is the Department's policy to allow employees to accomplish their assignments outside of the traditional office environment, as established by a written agreement.

C. DEFINITION

Telecommuting is work done on a routine basis at an alternative work site pursuant to a preapproved cooperative written agreement between the employee and supervisor.

D. ELIGIBILITY AND TERMINATION

1. Telecommuting is a management option in the Department of Health. Department management approves who will be eligible for telecommuting.
2. After a trial period specified in the written agreement, a telecommuting arrangement may be terminated by either the employee or supervisor unless the written agreement requires otherwise.

E. PROCEDURES

1. An employee interested in participating in telecommuting must complete a Telecommuting Feasibility Request and submit it to his/her supervisor for consideration and approval.
2. Prior to beginning to telecommute, the division/office director or designee must approve the formal written agreement. The written agreement must be on the approved

departmental form and must include a description of the work/tasks to be performed through the telecommuting arrangement.

3. The Department shall provide an orientation to telecommuting to supervisors and the telecommuting employee.

4. All approved telecommuting feasibility requests, written agreements and other pertinent telecommuting documents shall be filed in the employee's official personnel file.

F. USE OF EQUIPMENT AND SOFTWARE

1. Any hardware or software purchased or supplied by the State shall remain the property of the State and be returned to the Department at the conclusion of telecommuting.

2. The employee shall use all reasonable means to maintain and protect State property at the alternative work site and promptly report any damage or loss of equipment.

3. State-owned software may not be duplicated except as permitted by the licensing agreement with the software manufacturer.

4. State equipment/software at an alternative work site may not be used for personal purposes, except as allowed by State policy.

G. TELECOMMUTING EXPENSES

1. Any cost incurred from a telecommunication agreement, other than that which the employee has voluntarily agreed to meet, shall be paid by the Department as specified in the written agreement.

2. Supplies required to accomplish assignments at an alternative work site shall be obtained during one of the telecommuter's in-office visits, whenever feasible.

3. The State is responsible for the cost of maintaining state-owned equipment and software.

4. Existing State regulations and policies apply to reimbursement for work-related travel.

5. Work related telephone charges or line charges relating to a telecommute assignment, as specified in the written agreement, will be paid by the Department. Documentation may be requested of employees for all reimbursable charges.

6. Except as specified in the written agreement, the employee is responsible for

home operating costs, home maintenance, or any other costs associated with the use of a home as an alternative work site.

H. BENEFITS AND OTHER COVERAGE

As telecommuters, employees have the same benefits, status, salary and insurance and liability coverage as other employees in an office setting.

I. CONFIDENTIALITY AND SECURITY OF INFORMATION

1. All standards (e.g., locked files, passwords for software) for confidentiality of information, records, etc. which apply at the office also apply at the alternative work site.
2. All access to Department computers and networks shall be in accordance with State and Department standards.

J. ON SITE VISITS

The telecommuter must provide access to the alternative work site upon request by the Department.

COMPLIANCE WITH APPLICABLE LOCAL CODES

The employee is responsible for ensuring compliance with applicable zoning ordinances, home association rules and, when required, for obtaining necessary business and or user permits.